

California Energy Commission



CLASSIFICATION: Associate Energy Specialist (Efficiency)

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$4,400 – \$5,468

LOCATION: Efficiency Division
Standards Implementation Office
Sacramento, CA

FINAL FILING DATE: Until Filled

The California Energy Commission's Standards Implementation Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational and project management skills as well as excellent written and oral presentation skills, we encourage you to apply.

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9th Street. For your convenience, monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

DUTIES/RESPONSIBILITIES:

- Responsibilities include performing the necessary analytical work to increase compliance with and enforcement of the Building Standards. The work will include collaboration with building departments and other stakeholders throughout California to understand the barriers that they face with enforcement of the Standards and to help them overcome those barriers through ongoing education efforts. Also, collaborating with the other governmental agencies including the Contractors State License Board (CSLB) to help licensees understand more fully their responsibilities in designing and constructing buildings that meet the Building Standards and their legal obligations for taking out building permits and to engage the CSLB and other licensing agencies in addressing complaints regarding the failure of licensees to comply with the Building Standards.
- Manage contracts and work authorizations. As contract manager or project manager, responsibilities will include the preparation of solicitation or work authorization documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork.
- Preparation of technical analyses for promoting energy conservation and efficiency technologies through the Building Energy Efficiency Standards and to increase compliance with and enforcement of the Standards.

- Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies.
- Preparation of reports on project, program and technology issues and achievements.
- Perform other related duties as required consistent with the specification of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Knowledge of the HERS Regulations and Technical Manual
- Knowledge of the Building Energy Efficiency Standards for Residential and Nonresidential Buildings;
- Appliance Standards;
- Ability to communicate ideas effectively;
- Experience in investigating and resolving complaints;
- Knowledge of energy efficient building standards technologies; and
- Strong written and verbal communication skills.

WORKING CONDITIONS: Work is performed indoors in an office setting.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #420-287 and Position #4200-4938-001 the explanation section of the STD. 678.**

PLEASE NOTE: *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Jill Ford – RPA# 420-287
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 653-4521
personnelservices@energy.ca.gov

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922